MAURITIUS PUBLIC SERVICE
PUBLIC ADVERTISEMENT NO. 67 OF 2015

Vacancy for the Post of Director, Public Sector Re-Engineering Bureau
Ministry of Civil Service and Administrative Reforms

Applications are invited from qualified candidates who wish to be considered for appointment as Director, Public Sector Re-Engineering Bureau in the Ministry of Civil Service and Administrative Reforms.

II. AGE LIMIT
Candidates, unless already in the Service, should not have reached their 45th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS
A. Candidates should possess –
   (i) a Master’s Degree in Management or Human Resource Management or Public Administration or Business Administration or Public Sector Management or in a related field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
   (ii) at least twelve years’ experience at senior management level, including experience in planning and driving reform initiatives either in the Public Sector or in the Private Sector.

B. Candidates should –
   (i) have the ability to provide strategic and visionary advice on Civil Service reforms through the development of short and long-term strategic goals;
   (ii) have excellent analytical and problem-solving skills and be able to adopt a multidisciplinary approach to decision-making;
   (iii) have the ability to think proactively, critically and strategically;
   (iv) have commitment to achieve the strategic objectives falling under his responsibility;
   (v) have strong leadership, managerial and innovative skills; and
   (vi) be computer literate.

NOTE
1. Candidates should produce written evidence of experience/knowledge claimed.
2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.
3. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. ROLE AND RESPONSIBILITIES

To develop Reform plans and strategies for the Public Sector that formulate and support solutions for strategic issues in line with the goals and objectives of the Ministry.

V. DUTIES AND SALARY

1. To be responsible to the head of the Ministry for –

   (a) formulating, monitoring and evaluating, including costing of Civil Service policy reforms, programmes and projects;

   (b) co-ordinating and leading the preparation of reform strategic and operational plans in consultation with the different divisions of the Ministry and other organisations;

   (c) co-ordinating organisational research information exchanges with other organisations;

   (d) monitoring and evaluating progress of Public Sector reforms/modernisation projects and proposing remedial actions;

   (e) leading organisational and management review exercises, system audits and making appropriate recommendations;

   (f) co-ordinating and leading Human Resource Audits and Assessments and developing strategic Human Resource Planning policies to ensure optimum utilisation of human resources across the Public Service;

   (g) facilitating and co-ordinating the implementation of reform projects of the Ministry across the Public Service;

   (h) organising and conducting research programmes and surveys for informed policy decisions;

   (i) identifying innovative ideas through research/market research and advising on the formulation of appropriate policies, where required;

   (j) generating and analysing reports for surveys conducted;

   (k) ensuring the timely dissemination of relevant data and information relating to audits and surveys to Ministries/Departments; and

   (l) evaluating reform projects in the Public Sector including financial analysis thereof.
2. To provide consultancy and advisory services to the Reforms Steering Council.

3. To lead major reform projects in the Public Sector.

4. To identify bottlenecks/constraints hindering effective delivery of services and to propose remedial measures.

5. To provide advice on strategic HR issues with regard to the annual Programme-Based Budgeting exercise.

6. To refocus organisation values and redesign/improve management processes across the organisation.

7. To develop strategies and mechanisms for reducing costs and cycle time and improving quality, customer service and organisational objectives.

8. To rethink organisational and people issues geared towards improving performance substantially.

9. To use ICT in the performance of his duties.

10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Director, Public Sector Re-Engineering Bureau in the roles ascribed to him.

The permanent and pensionable post carries a salary of Rs 111,000 a month plus salary compensation at the approved rate.

VI. **FRINGE BENEFITS**

The Director, Public Sector Re-Engineering Bureau is entitled to the following benefits:-

(a) **either**

   a government official car for official use as well as for private purposes

or

the payment of a monthly allowance of Rs 30,000 in lieu of the official car and 100% duty exemption for the purchase of a car up to 2000 c.c. together with loan facilities reimbursable in 60 monthly instalments with interest at the prevailing repo rate;

(b) the payment of a monthly petrol allowance of Rs 11,300 or diesel allowance of Rs 9,495 a month;

(c) a driver’s allowance of Rs 8,400 a month; and

(d) passage benefits at the rate of 5% of the annual salary drawn.
VII. MODE OF APPLICATION

1. Qualified candidates should submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest-Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commission/Embassies overseas.

2. Candidates already in service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

4. Candidates are encouraged to submit on-line application through the government web portal at http://www.govmu.org

5. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

6. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the application form. Care should be taken to fill in the application form correctly. Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.

VIII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Wednesday 25 November 2015.

Date: 05 November 2015

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.